

*SAMPLE LETTER TO  
PERSONS PRESENTING  
MOMENT OF SOLEMN EXPRESSION*

Dear \_\_\_\_\_:

I am writing to inform you that it is your turn to present the moment of solemn expression at the next Costa Mesa City Council meeting on \_\_\_\_\_. Thank you for your willingness to participate.

As you know the City Council has adopted a policy that allows a brief moment of solemn expression to be made before each regular City Council meeting. The primary purpose of this policy is to publicly acknowledge the solemn responsibility being undertaken during the Council meeting and to assist the Council Members to remember the seriousness of their oaths and obligations they have as elected servants. I have attached a copy of Council Policy No. 000-12.

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You are free to express whatever view you wish in order to accomplish the above Council purpose. This policy allows a wide and diverse range of views expressed during the moment of solemn expression so long as the message can be objectively construed as consistent with the Council policy. Outside this reasonable and neutral limitation, the City Council does not solicit or prohibit the content of any particular solemn expression. To this extent, any viewpoint expressed during this forum is solely that of the individual speaker, and not endorsed by the City or City Council.

Thank you for volunteering and showing your community support. The City Council appreciates your participation and is grateful for your taking the time for this important purpose.

Sincerely,

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Deputy City Clerk